



Temporary Sign Permit Application

12453 Highway 92, Woodstock, GA 30188

p: 770.592.6054 f: 770.926.7820

e: woodstockbuilding@woodstockga.gov w: www.woodstockga.gov

Special Instructions to Applicants:

The term "Sign" means and includes every device, frame, letter, figure, character, mark, plane, point, design, picture, logo, stroke, stripe, trademark or reading matter, which is used or intended to be used to attract attention or convey information when the same is placed out of doors in view of the general public. Also, the above, when near the inside surface of a window in such a way as to be in the view of the general public and used or intended to be used to attract attention or convey information to the public.

Unless specifically exempted from obtaining a permit under provisions of Chapter VI of the Land Development Ordinance of the City of Woodstock, Georgia (LDO) Section 6.2.2, no person shall erect, construct, replace, relocate or structurally alter any Sign within the City without first obtaining a Sign permit from the Building Official. No permit shall be required to repaint or change the lettering of an existing conforming Sign, provided that no other changes are made and no change of ownership of the entity displaying the message thereon has been made.

All capitalized terms used in this Sign Permit Application shall have the definitions outlined in Section 6.1.3 of Chapter VI of the Land Development Ordinance of the City of Woodstock, Georgia.

Temporary Sign Provisions:

6.6.1. - Applicability.

The provisions of this Article apply to all properties zoned for commercial, institutional, industrial and multi-family use, as well as properties in mixed use or overlay districts designed for such use.

6.6.2. - All Temporary Signs With Exception of Banners.

The following sections apply to all Signs with the exception of Banners:

- (a) In addition to Signs otherwise permitted under this chapter, each Parcel may display, after receiving a permit from the Community Development Department, one (1) non-illuminated Signs no larger than thirty-two (32) square feet and not to exceed a height of eight (8) feet above ground level only.
- (b) A Temporary Sign permit issued in accordance with this section shall be valid for no more than thirty (30) consecutive days and in no case shall the same premises be allowed a Temporary Sign permit more than two (2) times in a twelve-month period.
- (c) Upon expiration of the Temporary Sign permit, the permittee shall remove the Temporary Sign in its entirety, including any temporary supporting structure.
- (d) The cost of a Temporary Sign permit is set per the fee schedule adopted by the Mayor and Council.

6.6.3. - Banners.

The following sections apply to all Banners:

- (a) In addition to Signs otherwise permitted under this chapter, each Parcel may display, after receiving a permit from the Community Development Department, one (1) Banner per Parcel at any given time, said Banner to be a maximum of twenty-four (24) square feet in size, and be displayed for a maximum of fifteen (15) days four (4) times per year.
- (b) A Temporary Sign permit issued in accordance with this section shall be valid for no more than fifteen (15) consecutive days and in no case shall the same applicant (or individual or entity related to applicant) be allowed a Temporary Sign permit more than four (4) times in a twelve-month period.
- (c) Upon expiration of the Temporary Sign permit, the permittee shall remove the Temporary Sign in its entirety, including any temporary supporting structure.
- (d) The cost of a Temporary Sign permit is set per the fee schedule adopted by the Mayor and Council.



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OFFICE USE ONLY:

Received by: _____ Date: _____ Plan # _____ EGov Verified: _____

PROJECT INFORMATION		APPLICANT	
Project Name: _____ Address: _____ - No Temporary Sign or Banner is permitted to be placed in the right-of-way.		Name: _____ Phone: () _____ Email: _____ BL #: _____	
SIGN TYPE AND DIMENSIONS (complete only one option per application)			
<input type="checkbox"/> Temporary Sign (excluding banner): <ul style="list-style-type: none">- Must be less than 32 square feet and no more than 8 feet in height- Valid for up to 30 consecutive days, no more than twice in a 12-month period Structure: H: _____ ft. X W: _____ ft. = _____ sf Sign Area: H: _____ ft. X W: _____ ft. = _____ sf List any other Freestanding Signs on property: _____ - Include site plan showing location of proposed sign - Include separate drawing including dimensions Requested permit start date: _____		<input type="checkbox"/> Banner: <ul style="list-style-type: none">- Must be made of fabric or similar lightweight material and be less than 24 square feet- Valid for up to 15 consecutive days, no more than once every three months Describe proposed Banner location: _____ Proposed Banner Area: _____ sf Draw proposed banner below (including dimensions): _____ Requested permit start date: _____	
PROPERTY OWNER/AGENT INFORMATION			
Name: _____ Phone: () _____ Email: _____ Address: _____ State: _____ Zip: _____		I hereby certify that I am the owner or representative agent of the property on which the proposed sign will be located and I approve of its design and location: Signature of Owner/Agent: _____	

Applicant's Affidavit:

Application is hereby made to obtain a permit to do the work and installations as indicated. I certify that no work or installation has commenced prior to the issuance of a permit and that all work will be performed to meet the standards of all laws regulating construction in the City of Woodstock, Georgia. I understand that a separate permit must be obtained for electrical, plumbing, heating, ventilation and air conditioning, pools, signs, etc.

I certify that all information contained in this application, plans and other documents submitted to obtain the requested permit is accurate and all work will be done in compliance with all applicable laws and ordinances regulating construction and zoning.

Applicant's Name: _____ Signature: _____ Date: _____